

2015/2016 Budget

The Board's budget for FY 2015/2016 is \$9,039,000. Expenditures as of August 31, 2015 total \$2,285,909 or 25% of the Board's budget.

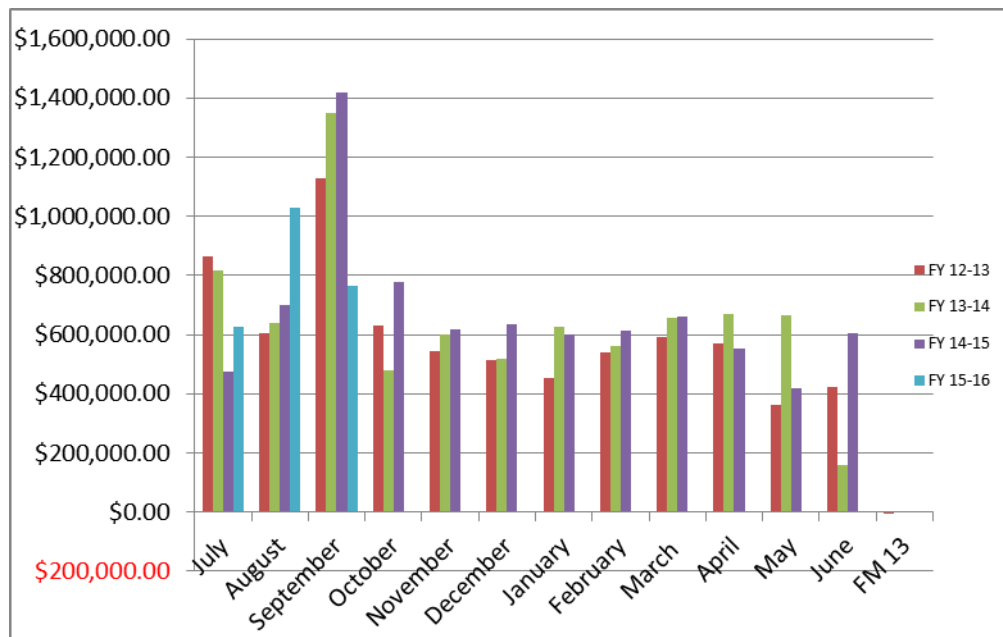
The chart below provides a breakdown of expense categories and percentages.

Expense Category	Amount	Percentage
Personnel	\$ 977,033	11%
OE&E	\$ 969,711	11%
Enforcement	\$ 215,986	2%
Minor Equipment <i>Includes LPCC exp</i>	\$ 123,179	1%
Total Expenses	\$ 2,285,909	25%

As of September 30, 2015, the Board had collected \$2,418,751.49 in total revenue.

Month	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
July	\$636,305.00	\$865,553.99	\$817,394.34	\$475,567.98	\$627,284.68
August	\$614,882.97	\$605,609.87	\$641,178.70	\$698,635.93	\$1,026,917.57
September	\$1,002,602.57	\$1,130,230.37	\$1,349,479.66	\$1,419,736.29	\$764,549.24
October	\$723,621.83	\$631,685.86	\$480,531.87	\$779,134.95	
November	\$601,895.03	\$545,880.97	\$600,316.56	\$617,891.41	
December	\$816,772.93	\$514,784.93	\$516,264.24	\$635,199.34	
January	\$1,180,871.34	\$452,850.71	\$625,528.05	\$601,512.09	
February	\$646,040.15	\$541,115.50	\$559,755.55	\$612,208.93	
March	\$576,972.25	\$593,123.75	\$655,619.38	\$662,167.83	
April	\$437,016.67	\$569,381.90	\$670,839.44	\$554,415.62	
May	\$317,204.07	\$360,131.06	\$663,732.55	\$420,330.14	
June	\$383,326.67	\$421,329.60	\$158,802.68	\$606,750.69	
FM 13	(\$1,375.78)	(\$266.97)	\$388.71	\$2,096.87	

The chart below provides a fiscal year comparison of the Board's monthly revenue.



Board Fund Condition

The Board's Fund Condition report reflects a \$2.4 million loan repayment from the 2002 loan to the General Fund. Thus, providing the Board with 6.1 months in reserve for FY 15/16. Projections for the FY 16/17 budget indicate a scheduled repayment of \$6.3 million dollars from the 2002 loan to the General Fund which will provide the Board 11.7 months in reserve. By law, the Board may only have 24 months in reserve.

General Fund Loans

Since FY 2002/2003 the Board has made a total of three loans to the General Fund; \$6 million in FY 2002/2003, \$3 million in FY 2008/2009, and \$3.3 million in FY 2011/2012, for a total of \$12.3 million dollars.

The Board has received the following repayments: \$1.4 million in FY 2013-14 and \$1.0 million in FY 2014-15.

The Board is scheduled to receive \$2.4 million in FY 2015-16, and \$6.3 million in FY 2016-17, for a total repayment of \$11.1 million. The remaining \$1.2 million dollars will be paid in FY 2017-18 or later depending on the Board's fund balance.

2014/2015 Budget Update

After meeting with the DCA budget office and reviewing the final budget figures, the Board reverted \$538,4499 in FY 2014/2015. A review of the Board's budget revealed some line items have appropriations that the Board does not expend. For example,

Out-of State Travel, and C&P Services External. The appropriations in these line items are based on previous budget expenditures. Yet, the Board has not had an external contract or has been permitted to travel out-of-state for several years. So these appropriations contribute to the Board's reversion figures.

After January 1, 2016, Board staff will meet with the DCA budget office to review a five year expenditure history to realign the budget appropriations to the Board's expenditures.

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BBS EXPENDITURE REPORT FY 2015/16

OBJECT DESCRIPTION	FY 2014/15	FY 2015/2016		
	ACTUAL EXPENDITURES	BUDGET ALLOTMENT	CURRENT AS OF 9/30/2015	UNENCUMBERED BALANCE
PERSONAL SERVICES				
Salary & Wages (Civ Svc Perm)	2,193,060	2,621,468	591,499	2,029,969
Salary & Wages (Stat Exempt)	91,989	93,888	25,272	68,616
Temp Help (907)(Seasonals)	85,680	60,000	18,345	41,655
Temp Help (915)(Proctors)	0	444	0	444
Board Memb (Per Diem)	18,600	12,900	0	12,900
Overtime	23,670	1,500	1,132	368
Totals Staff Benefits	1,268,659	1,459,413	340,785	1,118,628
Salary Savings				
TOTALS, PERSONAL SERVICES	3,681,658	4,249,613	977,033	3,272,580
OPERATING EXP & EQUIP				
Fingerprint Reports	17,872	14,827	2,810	12,017
General Expense	93,648	85,328	14,404	70,924
Printing	92,313	32,000	25,095	6,905
Communication	14,909	24,513	2,719	21,794
Insurance	0	325	0	325
Postage	41,072	4,767	11,773	(7,006)
Travel, In State	105,321	58,684	22,770	35,914
Travel, Out-of-State	1,237	72,000	0	72,000
Training	2,496	25,463	1,975	23,488
Facilities Operations	204,700	227,925	30,644	197,281
Utilities	140	4,330	0	4,330
C&P Services - Interdept.	0	14,939	0	14,939
C&P Services-External Contracts	8,527	129,516	3,263	126,253
DEPARTMENTAL PRORATA				
DP Billing (424.03)	885,579	589,461	393,000	196,461
Indirect Distribution Costs (427)	485,370	628,389	157,000	471,389
Public Affairs (427.34)	14,575	18,277	4,500	13,777
D of I Prorata (427.30)	13,408	23,651	4,000	19,651
Consumer Relations Division (427.01)	15,988	22,606	5,750	16,856
OPP Support Services (427.01)	0	490	0	490
Interagency Services (OER IACs)	255,469	325,065	63,292	261,773
Consolidated Data Services (428)	33	26,096	6	26,090
Data Proc (Maint,Supplies,Cont) (43)	16,296	14,448	19,506	(5,058)
Statewide Pro Rata (438)	388,161	410,000	102,482	307,518
EXAM EXPENSES				
Exam Site Rental	41,656	99,630	0	99,630
Exam Contract (PSI) (404.00)	425,073	358,659	97,103	261,556
C/P Svs - Expert Examiners (404.01)	0	45,000	0	45,000
C/P Svs - External Subj Matter (404)	180,090	365,260	7,618	357,642
ENFORCEMENT				
Attorney General	898,872	801,588	149,075	652,513
Office of Admin. Hearing	202,462	154,926	0	154,926
Court Reporters	14,546	0	5,707	(5,707)
Evidence/Witness Fees	28,475	94,955	40,955	54,000
Division of Investigation	217,959	72,669	20,250	52,419
<i>LPCC</i>	<i>402,885</i>		<i>93,002</i>	<i>(93,002)</i>
Minor Equipment (226)	46,164	8,600	26,816	(18,216)
Equipment, Replacement (452)	6,846	0	3,362	(3,362)
Equipment, Additional (472)	1,918	16,000	0	16,000
Vehicle Operations	0	19,000	0	19,000
TOTAL, OE&E	5,124,056	4,789,387	1,308,876	3,480,511
TOTAL EXPENDITURES	\$8,805,714	\$9,039,000	\$2,285,909	\$6,753,091

	FY 14/15	Budget	Current
Reimbursements	FM 13	Alotment	as of 9/30/2015
Fingerprints	(14,488)	(24,000)	(3,863)
Other Reimbursements	(6,815)	(26,000)	(27,350)
Unscheduled Reimbursements	(184,138)		
Total Reimbursements	(205,440)	(50,000)	(31,213)

BLUE PRINT INDICATES THE ITEMS ARE SOMEWHAT DISCRETIONARY.

0773 - Behavioral Science Analysis of Fund Condition

Prepared 10.28.15

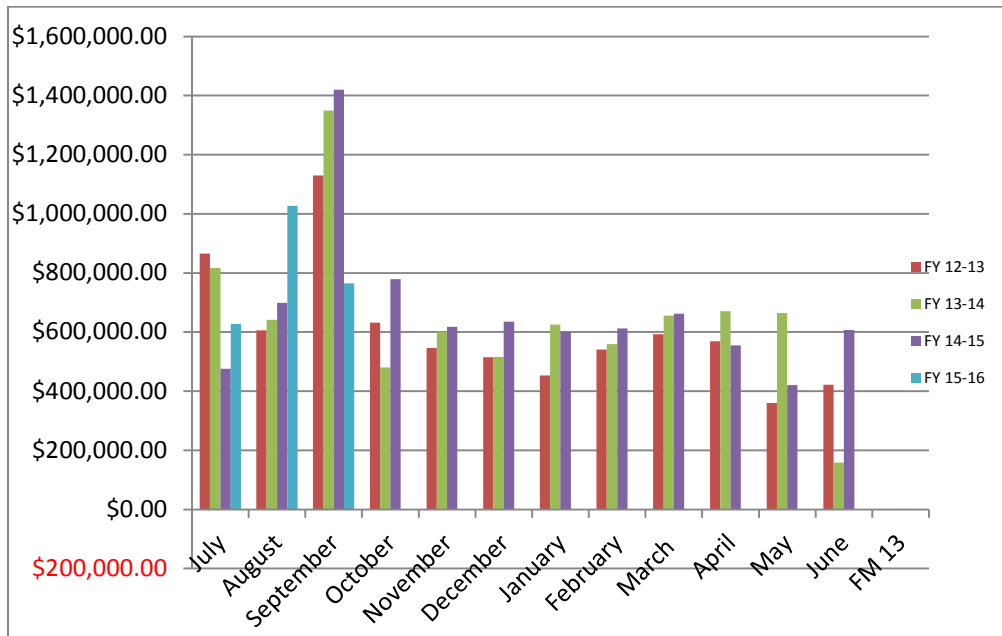
(Dollars in Thousands)

2015-16 Budget Act w/ FY 2014-15 Actuals

	Actual 2014-15	CY 2015-16	BY 2016-17	BY +1 2017-18
BEGINNING BALANCE	\$ 3,309	\$ 3,958	\$ 5,204	\$ 10,199
Prior Year Adjustment	\$ 119	\$ -	\$ -	\$ -
Adjusted Beginning Balance	<u>\$ 3,428</u>	<u>\$ 3,958</u>	<u>\$ 5,204</u>	<u>\$ 10,199</u>
REVENUES AND TRANSFERS				
Revenues:				
125600 Other regulatory fees	\$ 74	\$ 68	\$ 68	\$ 68
125700 Other regulatory licenses and permits	\$ 2,680	\$ 3,218	\$ 3,218	\$ 3,218
125800 Renewal fees	\$ 5,020	\$ 4,780	\$ 4,780	\$ 4,780
125900 Delinquent fees	\$ 90	\$ 71	\$ 71	\$ 71
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ 8	\$ 8	\$ 8	\$ 8
150300 Income from surplus money investments	\$ 321	\$ 6	\$ 9	\$ 24
150500 Interest interest from Interfund loans	\$ -	\$ 835	\$ 783	\$ -
160100 Attorney General Proceeds of Anti-Trust	\$ 1	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 3	\$ -	\$ -	\$ -
161400 Miscellaneous revenues	\$ 4	\$ -	\$ -	\$ -
Totals, Revenues	<u>\$ 8,201</u>	<u>\$ 8,986</u>	<u>\$ 8,937</u>	<u>\$ 8,169</u>
Transfers from Other Funds				
F00683 Teale Data Center (CS 15.00, Bud Act of 2005)	\$ -	\$ -	\$ -	\$ -
F00001 GF loan repayment per item 1170-011-0773 BA of 2002	\$ 1,000	\$ 2,400	\$ 6,300	\$ -
F00001 GF loan repayment per item 1110-011-0773 BA of 2008	\$ -	\$ -	\$ -	\$ -
F00001 GF loan repayment per item 1110-011-0773 BA of 2011	\$ -	\$ -	\$ -	\$ -
Totals, Revenues and Transfers	<u>\$ 9,201</u>	<u>\$ 11,386</u>	<u>\$ 15,237</u>	<u>\$ 8,169</u>
Totals, Resources	<u>\$ 12,629</u>	<u>\$ 15,344</u>	<u>\$ 20,441</u>	<u>\$ 18,368</u>
EXPENDITURES				
Disbursements:				
8860 FSCU (State Operations)	\$ -	\$ -	\$ -	\$ -
8880 Financial Information System for California	\$ 7	\$ 17	\$ -	\$ -
1110 Program Expenditures (State Operations)	\$ 8,664	\$ 10,123	\$ 10,242	\$ 10,447
Total Disbursements	<u>\$ 8,671</u>	<u>\$ 10,140</u>	<u>\$ 10,242</u>	<u>\$ 10,447</u>
FUND BALANCE				
Reserve for economic uncertainties	\$ 3,958	\$ 5,204	\$ 10,199	\$ 7,921
Months in Reserve	4.7	6.1	11.7	8.9

BBS Revenue Analysis

Month	FY 12-13	FY 13-14	FY 14-15	FY 15-16
July	\$865,553.99	\$817,394.34	\$475,567.98	\$627,284.68
August	\$605,609.87	\$641,178.70	\$698,635.93	\$1,026,917.57
September	\$1,130,230.37	\$1,349,479.66	\$1,419,736.29	\$764,549.24
October	\$631,685.86	\$480,531.87	\$779,134.95	
November	\$545,880.97	\$600,316.56	\$617,891.41	
December	\$514,784.93	\$516,264.24	\$635,199.34	
January	\$452,850.71	\$625,528.05	\$601,512.09	
February	\$541,115.50	\$559,755.55	\$612,208.93	
March	\$593,123.75	\$655,619.38	\$662,167.83	
April	\$569,381.90	\$670,839.44	\$554,415.62	
May	\$360,131.06	\$663,732.55	\$420,330.14	
June	\$421,329.60	\$158,802.68	\$606,750.69	
FM 13	(\$266.97)	\$388.71	\$2,096.87	



**BOARD OF BEHAVIORAL SCIENCES
BUDGET REPORT
FY 2014-15 EXPENDITURE PROJECTION
Jun-2015**

FISCAL MONTH 13

OBJECT DESCRIPTION	FY 2013-14		FY 2014-15				
	ACTUAL EXPENDITURES (MONTH 13)	PRIOR YEAR EXPENDITURES 5/31/2014	BUDGET STONE 2014-15	CURRENT YEAR EXPENDITURES 5/31/2015	PERCENT SPENT	PROJECTIONS TO YEAR END	UNENCUMBERED BALANCE
PERSONNEL SERVICES							
Salary & Wages (Staff)	2,010,408	2,010,408	2,459,901	2,343,071	95%	2,343,071	116,830
Statutory Exempt (EO)	93,888	93,888	93,888	91,989	98%	91,989	1,899
Temp Help Reg (Seasonals)	62,564	62,564	60,000	85,681	143%	85,681	(25,681)
BL 12-03 Blanket	72,520	72,520	0	77,035		77,035	(77,035)
Temp Help (Exam Proctors)	0	0	444	0	0%	0	444
Board Member Per Diem	16,400	16,400	12,900	18,600	144%	18,600	(5,700)
Committee Members (DEC)	0	0	0	0		0	0
Overtime	19,770	19,770	1,500	29,160	1944%	29,160	(27,660)
Staff Benefits	1,140,869	1,140,869	1,378,745	1,390,799	101%	1,390,799	(12,054)
TOTALS, PERSONNEL SVC	3,416,419	3,416,419	4,007,378	4,036,335	101%	4,036,335	(28,957)
OPERATING EXPENSE AND EQUIPMENT							
General Expense	80,188	80,188	113,428	98,025	86%	98,025	15,403
Fingerprint Reports	9,743	9,743	14,827	14,064	95%	14,064	763
Minor Equipment	63,162	63,162	16,000	48,710	304%	48,710	(32,710)
Printing	91,863	91,863	53,000	94,491	178%	94,491	(41,491)
Communication	14,311	14,311	31,513	14,817	47%	14,817	16,696
Postage	48,855	48,855	24,767	41,074	166%	41,074	(16,307)
Insurance	0	0	325	0	0%	0	325
Travel In State	84,282	84,282	67,684	109,185	161%	109,185	(41,501)
Travel, Out-of-State	17,835	17,835	82,000	2,244	3%	2,244	79,756
Training	450	450	30,463	2,496	8%	2,496	27,967
Facilities Operations	353,176	353,176	227,925	204,259	90%	204,259	23,666
Utilities	0	0	9,330	140	2%	140	9,190
C & P Services - Interdept.	14,442	14,442	14,939	515	3%	515	14,424
C & P Services - External	77,040	77,040	280,516	33,835	12%	33,835	246,681
DEPARTMENTAL SERVICES:							0
Departmental Pro Rata	851,283	851,283	917,310	885,579	97%	885,579	31,731
Admin/Exec	432,543	432,543	485,759	485,370	100%	485,370	389
Interagency Services	0	0	490	0	0%	0	490
IA w/ OER	236,700	236,700	325,065	250,619	77%	250,619	74,446
DOI-ProRata Internal	13,864	13,864	23,133	13,408	58%	13,408	9,725
Public Affairs Office	16,010	16,010	14,852	14,575	98%	14,575	277
PCSD	15,797	15,797	16,098	15,988	99%	15,988	110
INTERAGENCY SERVICES:							0
Consolidated Data Center	685	685	24,096	33	0%	33	24,063
DP Maintenance & Supply	16,785	16,785	14,448	19,480	135%	19,480	(5,032)
Central Admin Svc-ProRata	361,763	361,763	388,161	388,161	100%	388,161	0
EXAM EXPENSES:							0
Exam Supplies	341	341	0	0		0	0
Exam Freight	0	0	0	0		0	0
Exam Site Rental	87,970	87,970	99,630	126,455	127%	126,455	(26,825)
C/P Svcs-External Expert Administrative	362,970	362,970	358,659	462,969	129%	462,969	(104,310)
C/P Svcs-External Expert Examiners	0	0	45,000	0	0%	0	45,000
C/P Svcs-External Subject Matter	187,426	187,426	365,260	203,823	56%	203,823	161,437
ENFORCEMENT:							0
Attorney General	746,221	746,221	801,588	839,015	105%	839,015	(37,427)
Office Admin. Hearings	131,616	131,616	154,926	202,461	131%	202,461	(47,535)
Court Reporters	9,223	9,223	0	12,450		12,450	(12,450)
Evidence/Witness Fees	22,564	22,564	94,955	30,810	32%	30,810	64,145
DQI - Investigations	60,756	60,756	215,669	217,959		217,959	(2,290)
Major Equipment	65,123	65,123	69,600	0		0	69,600
Special Items of Expense	0	0	0	0		0	0
Other (Vehicle Operations)	0	0	19,000	0		0	19,000
TOTALS, OE&E	4,474,987	4,474,987	5,400,416	4,833,010	89%	4,833,010	567,406
TOTAL EXPENSE	7,891,406	7,891,406	9,407,794	8,869,345	190%	8,869,345	538,449
Sched. Reimb. - External/Private	(9,685)	(9,685)	(26,000)	(6,815)		(6,815)	(19,185)
Sched. Reimb. - Fingerprints	(11,040)	(11,040)	(24,000)	(14,488)	60%	(14,488)	(9,512)
Sched. Reimb. - Other							0
Sched Interdepartmental							0
Unsched. Reimb. - Other	(140,234)	(140,234)		(184,138)		(28,697)	28,697
NET APPROPRIATION	7,730,447	7,730,447	9,357,794	8,663,904	93%	8,819,345	538,449
SURPLUS/(DEFICIT):							5.8%

Board Statistics

Attached for your review are the quarterly performance statistics for the first fiscal quarter of 2015/2016.

Licensing Program

There was a considerable increase in MFT Intern and LPCC Intern applications. There was a slight decrease in all other applications except MFT Examinations. The increase in intern registrant volumes is primarily due to graduation.

Application Type	1st Quarter 7/1/15-9/30/15	4th Quarter 4/1/15-6/30/15	Difference
MFT Intern	1324	972	27%
MFT Examination	641	738	-15%
ASW Registration	1075	1142	-.06%
LCSW Examination	397	403	-.01%
LEP Examination	38	35	.08%
LPCC Intern	289	172	40%
LPCC Examination	34	53	-.6%

License Type	1st Quarter FY 15/16	4th Quarter FY 14/15	1st Quarter FY 14/15
MFT Intern	22	9	18
MFT Examination	47	52	151
ASW	19	9	25
LCSW Examination	15	59	153
LEP Examination	14	11	17
LPCC Intern	30	15	38
LPCC Examination	28	8	0

LICENSE POPULATION (As of 11/3/15)				
License Type	Active	Current In-Active	Delinquent	Total Population
Registrants				
MFTI	16,318	N/A	3,448	19,766
ASW	12,603	N/A	2,764	15,367
PCI	1,298	N/A	175	1,473
Total Registrant	30,219	N/A	6,387	36,606
Licensees				
LMFT	31,934	4,268	2,770	38,972
LCSW	19,194	2,418	1,607	23,219
LEP	1,323	441	403	2,167
PCE	1,298	N/A	175	1,473
LPCC	1,257	36	30	1,323
Total Licensee	55,006	7,163	4,985	67,154
Total Population	85,225	7,163	11,372	103,760

A total of 917 initial licenses were issued in the first quarter. As of November 3, 2015 the Board has 103,760 licensees and registrants. This figure encompasses licenses that have been issued that are current or eligible to renew.

Examination Program

3,113 examinations were administered in the first quarter. Twelve (12) examination development workshops were conducted July through September. The examination pass rates for fiscal year 2014/2015 are available on the Board's website at http://www.bbs.ca.gov/exams/exam_stats.shtml. The first quarter pass rates for fiscal year 15/16 will be posted soon.

Administration Program

The Board received 7,343 applications in the first quarter. The chart below reflects the total renewal activity for the fourth quarter

RENEWAL ACTIVITY		
	Number of Renewals	Percentage
DCA Processed	9,236	64%
BBS Processed	1,157	8%
Online Renewal	3,950	27%
Total	14,343	

Enforcement Program

The Enforcement staff received 310 consumer complaints and 304 criminal convictions in the first quarter. 497 cases were closed this quarter and 44 cases were referred to the Attorney General's office for formal discipline. 25 Accusations and 9 Statement of Issues were filed this quarter. The current average for Formal Discipline is 738 days. The performance goal is 540 days.

Outreach Activity

Recently the Board resumed its outreach activities in an effort to provide information regarding the recent and upcoming changes to Board programs. Board staff has either physically attended these events or participated via a phone conference.

Outreach Events

MFT Consortium Meeting, July 15, 2015, Teleconference
MFT Consortium Meeting, August 15, 2015, Teleconference
NASW-CA Annual Conference, October 9, 2015, South San Francisco Center
AAMFT Educator Forum, October 9, 2015, Pepperdine University-Irvine
AAMFT Educator Forum, October 23, 2015, JFK Unviertisty-Berkeley
ASWB Annual Meeting of the Delegate Assembly, November 5-7, 2015 Ft. Lauderdale
CAMFT Fall Symposium, November 14-15, 2015 Orange County

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QUARTERLY STATISTICAL REPORT FY 2015-2016

FIRST QUARTER

This report provides statistical information relating to various aspects of the Board's business processes. Statistics are grouped by unit.

CASHIERING

Renewals Processed In-House	15-Jan	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Received	290	411	311										1012
Closed	371	356	430										1157
Process Time	N/A	N/A	N/A										N/A

Renewals Processed By DCA Central Cashiering	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Received	2819	3219	3198										9236
Closed	3391	3004	3157										9552
Process Time	N/A	N/A	N/A										N/A

	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Online Renewals	1323	1253	1374										3950

Application Payments Processed In-House*	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Received	2150	2727	2466										7343
Closed	2694	2268	1870										6832
Process Time	N/A	N/A	N/A										N/A

*These totals represent all other applications and do not include renewal applications

INVESTIGATION**

Desk Investigation	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Assigned	174	168	157										499
Closed	175	134	188										497
Average Days to Close	117	99	94										103
Pending	525	573	555										
Field Investigation (Non-Sworn)	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Assigned	7	11	7										25
Closed	1	7	8										16
Average Days to Close	166	105	176										149
Pending	33	37	36										
Field Investigation (Sworn)	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
Assigned	1	4	1										6
Closed	6	4	4										14
Average Days to Close	175	367	351										298
Pending	36	36	33										
All Investigations	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
First Assignments	182	183	165										530
Closed	182	145	200										527
Average Days to Close	113	100	97										103
Pending	565	619	596										

Investigations **

Complaints investigated by the program whether by desk investigation or by field investigation.

Measured by date the complaint is received to the date the complaint is closed or referred for enforcement action.

If a complaint is never referred for Field Investigation, it will be counted as 'Closed' under Desk Investigation.

If a complaint is referred for Field Investigation, it will be counted as 'Closed' under Non-Sworn or Sworn.

Enforcement Actions	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	YTD
AG Cases Initiated	20	17	7										44
AG Cases Pending	233	239	231										
SOIs Filed	5	2	2										9
Accusations Filed	7	14	4										25
Proposed/Default Decisions Adopted	2	1	4										7
Stipulations Adopted	4	5	3										12
Disciplinary Orders	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	
Final Orders (Proposed Decisions Adopted, Default Decisions, Stipulations)	11	1	0										12
Average Days to Complete***	504	738	N/A										
Citations	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	
Final Citations	1	0	2										3
Average Days to Complete****	179	N/A	610										

Disciplinary Orders Average Days to Complete ***

Measured by the date the complaint is received to the date the order became effective.

Citations ****

Measured by the date the complaint is received to the date the citation was issued.

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Sacramento, CA 95834
(916) 574-7830, (916) 574-8625 Fax
www.bbs.ca.gov

To: Board Members

Date: November 13, 2015

From: Laurie Williams
Human Resources Liaison

Telephone: (916) 574-7850

Subject: Personnel Update

New Employees

- **Management Services Technician (MST) – Licensing**
Carl Peralta accepted this MST position effective October 7, 2015. This position performs the duties of a Licensed Marriage and Family Therapist (LMFT) Evaluator. Mr. Peralta transferred from his current Office Technician (Typing) position with the Board that functioned as the Licensed Educational Psychologists (LEP) Evaluator, Licensing Support Technician as well as the Licensing File Coordinator.
- **Seasonal Clerk – Administration**
The Board has made a conditional offer of employment to Kimberly Covington to fill this vacancy. A formal offer is pending fingerprint clearance. Ms. Covington will be new to state service; she is currently employed as an Office Manager for a Janitorial Service Company. The position will function as a back-up receptionist and will assist in preparing documents for the Cashiering Unit.

Departures

Heather Ito worked as a seasonal clerk and a back-up receptionist at the Board. Ms. Ito accepted a permanent full-time position with the California Earthquake Authority. Her last day at the Board was August 27, 2015.

Alicia Day, a Cashier in the Administration Unit, left the Board on September 30, 2015. Ms. Day accepted a position with California Department of Corrections and Rehabilitation.

Marilyn Schilling retired from the Board effective November 13, 2015. Ms. Schilling worked for the Board as the frontline receptionist for 16 years.

Vacancies

Board staff has initiated the recruitment process for the following positions:

- Office Technician (OT) (Full-time) – Licensing (fill behind C. Peralta)
The Request for Personnel Action (RPA) to fill this vacancy has been approved by the Office of Human Resources (OHR). The hiring manager is currently reviewing the applications to choose the most qualified candidates to interview. Interviews will be scheduled in the upcoming weeks. This position functions as the LEP Evaluator, Licensing Support Technician as well as the Licensing File Coordinator. This position also provides back-up to the intern evaluators by printing and mailing materials.
- MST – Licensing (new vacancy)
The RPA will be submitted in the coming weeks to the OHR for review and approval. The Board submitted a Budget Change Proposal (BCP) for Fiscal Year 2015/16 and received approval to fill this position as a 2-year Limited-Term position to assist with the Exam Restructure..
- OT – Cashiering (new vacancy)
The RPA was approved to fill this vacancy by the OHR. The hiring manager completed interviews and has submitted the name of the candidate to OHR to receive hiring-approval. The Board should receive a determination from OHR next week.
- OT – Cashiering (fill behind A. Day)
The RPA was approved to fill this vacancy by the OHR. The hiring manager completed interviews, and has submitted the name of the candidate to OHR to receive hiring-approval. The Board should receive a determination from OHR next week.
- OT – Administration (fill behind M. Schilling)
The RPA has been submitted to the OHR review and approval. This position functions as the Board's main receptionist. In addition, the position processes address changes and initial licenses.

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To: Board Members

Date: November 13, 2015

From: Christina Kitamura
Administrative Analyst

Telephone: (916) 574-7835

Subject: **Executive Officer's Report: Year-End Summary**

Agenda item XII.d. Year-End Summary will be provided at the meeting.

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To: Board Members

Date: November 13, 2015

From: Kim Madsen
Executive Officer

Telephone: (916) 574-7841

Subject: Sunset Report Update

The Board's Sunset Report is complete and is currently with DCA's Print Services for publication.

The report will be submitted to the Senate Committee on Business, Professions, and Economic Development and the Assembly Committee on Business and Professions no later than December 1, 2015. The report will be available on the Board's website after December 1, 2015.

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